

Professional and Managerial Branch
Miscellaneous Professional Group
Community Development Series

NEIGHBORHOOD RELATIONS COORDINATOR
Unclassified Services
3/99 (SAC)

Summary

Under general supervision, plan, develop and organize neighborhood and community-based initiatives related to the Empowerment Zone/Enterprise Community (EZ/EC) Program and the Community Development Block Grant (CDBG) Program.

Typical Duties

Plan and develop programs to generate involvement in neighborhood improvement efforts. Involves: participating in development and implementation of goals, policies and priorities; surveying existing neighborhood and community-based organizations to assess community needs and identify gaps in services for the EZ/EC and CDBG Programs; assisting with formation of Neighborhood Empowerment Organizations by identifying neighborhood groups and leaders for potential recruitment.

Promote understanding of EZ/EC and CDBG Programs. Involves: planning, preparing and delivering presentations to groups and individuals; developing and distributing brochures and other materials to publicize and promote program activities; arranging for media publicity as required; organizing neighborhood meetings and training sessions; establishing and maintaining liaison with public and private agencies and the business community; encouraging collaboration among public and private agencies for the planning and implementation of community related programs.

Provide technical guidance to neighborhood groups. Involves: assisting organizations by providing training related to establishing community-based projects and programs objectives, developing and implementing plans and budgets, and identifying funding from private and governmental sources to address community needs.

Perform related administrative duties as required. Involves: planning, assigning and reviewing work of assigned personnel and volunteers; assisting other EZ/EC and CDBG Program staff in monitoring and evaluating the overall performance of the EZ/EC and CDBG Programs; substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties sufficient to maintain continuity of services and similarly substituting for coworkers; preparing reports and maintaining records

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Public Administration, Business Administration, Political Science, Sociology, Social Work or a related field, and two (2) years of professional community based governmental or non-profit management experience such as community planning, community organization, or project management, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of community planning and organization, research and program administration. Good knowledge of: grant and report writing; operations and services of local government and non-profit community service agencies. public relations techniques. Some knowledge of: principles, practices, techniques of marketing and public relations.

Ability to: develop and administer community improvement programs; understand and interpret program regulations, contracts, manuals and proposals; express oneself clearly and concisely orally and in writing both in English and in Spanish; establish and maintain effective working relationships with fellow employees and the general public ability to maintain records and prepare reports; and ability to supervise personnel, as assigned.

Skill in safe operation and care of: a motor vehicle.

Physical Requirement:: Drive through city traffic.

Special requirement: Bilingual in English and Spanish.

Licenses and Certificates: Texas "Class C" Drivers License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL